

Canton City Hall, Third Floor  
218 Cleveland Avenue, S.W.  
P.O. Box 24218  
Canton, Ohio 44701-4218  
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION**  
**CITY OF CANTON, OHIO**  
Phone: (330) 489-3360  
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# OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: February 7, 2014  
No: M2-14

**CLASSIFICATION**  
FAIR HOUSING EDUCATION/INTAKE SPECIALIST  
(Fair Housing)

**STARTING SALARY**  
\$29,500

## FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3<sup>rd</sup> Floor, 218 Cleveland Ave. SW, Canton, OH, or an open application may be printed from [www.cantonohio.gov](http://www.cantonohio.gov) by clicking on “City Services”, “Civil Service” and then “View City Jobs”. Application must be on file **no later than Friday, March 7, 2014**. Applicants MUST submit a copy of their valid driver’s license, a current detailed resume, unofficial college transcripts and any other documentation pertaining to this position.

## ORAL INTERVIEW EXAMINATION

**ORAL INTERVIEW:** Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

**LOCATION:** Canton Civil Service Commission Office, Canton City Hall, 3<sup>rd</sup> Floor, 218 Cleveland Ave. SW, Canton, OH 44702

**SCOPE:** The examination will consist of an oral interview approximately 15 – 20 minutes in length. The interview will measure communication skills, experience base, knowledge of fair housing and other related areas.

**SHOULD TEN OR FEWER QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION, APPLICANTS WILL NOT TAKE AN EXAMINATION, BUT WILL BE PLACED ON AN ELIGIBILITY LIST IN ACCORDANCE WITH THEIR APPLICATION FILING DATE.**

**SHOULD MORE THAN TEN QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION, THOSE APPLICANTS WILL RECEIVE DETAILS CONCERNING THE EXAMINATION AT A LATER DATE.**

This is an open examination. To be eligible for the position under this examination, all applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen.

## MINIMUM ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from an accredited four (4) year college or university plus one (1) year of full-time experience in a comparable position; or any combination of experience and training which provides the required knowledge, skills, and abilities.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Fair Housing and landlord tenant laws and legal process. Knowledge of tenant/landlord issues and related laws. Skill in oral and written communications. Skill in planning and organizing. Skill in handling multiple tasks and prioritizing. Ability to keep records and maintain files. Ability to operate personal computer and database software. Ability to establish and maintain good working relationship with all levels of management, city officials and members of the public. Working knowledge of the principles and practices of Fair Housing and landlord/tenant laws and regulations. Ability to prepare reports, perform research, and interpret fair housing regulations and laws. Must possess a valid Ohio driver’s license.

**\*\*\*\*IMPORTANT NOTICE TO VETERANS\*\*\*\***

Upon receiving a passing score, a twenty (20%) percent bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who has completed more than 180 days of active duty service. (O.R.C. 124.23C) **APPLICANT MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE (FORM DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

**CITY RESIDENCY BONUS**

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

**THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.**

**RATING**

Upon completion of the examination process, qualified candidates will be placed on the eligibility list for a period of one (1) year and preference will be given in accordance with your final rating.

**EQUAL EMPLOYMENT**

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

**\*\*\*\*NOTICE OF BACKGROUND INVESTIGATION\*\*\*\***

Be advised that candidates may be subjected to a confidential background investigation, including, but not limited to, a criminal record check and driving record check.

**\*\*\*\*NOTICE OF DRUG TESTING REQUIREMENT\*\*\*\***

Pursuant to Civil Service Rule IV (16), applicants are hereby advised that the position of employment being examined for has been declared as “safety sensitive”. Accordingly, eligibility is not considered final until drug testing has been successfully completed with a negative result. Applicants who refuse to submit to drug testing or submit and fail such testing will be removed from all safety sensitive eligibility lists upon which their name appears for a period of one year or until the eligibility list(s) expire(s), whichever is shorter. Reinstatement to eligibility list(s) shall be contingent upon successful passage of drug testing under the Commission’s control at applicant expense.

**DUTIES**

The Fair Housing Education/Intake Specialist performs duties related to the intake, screening of Fair Housing complaints, in addition to partnering with community agencies to provide Fair Housing training to social service staffs, community members, and local organizations. The individual in this position reports to the Fair Housing Manager. Examples of work include the following: Interprets Federal, State, and Local laws/ordinances concerning discrimination in housing; receives phone inquiries or walk-in complaints of discrimination in housing; conducts intake interviews with individuals for possible fair housing discrimination assistance; conducts non-testing investigations of bona fide and systemic complaints from intakes received; assists with data entry and site visits during Fair Housing investigations, and with the assigning and debriefing of testers in accordance with established testing protocols; compiles and analyzes complaints and other available data regarding discrimination to identify potential trends or problem areas, and provides recommendations to management for preventative and/or corrective action; provides in-depth Fair Housing training through partnership grant to community and specific populations; maintains confidentiality during the course of complaints and intake; assists the Fair Housing Manager and Fair Housing Investigator with gathering facts from various sources and in the preparation of various programs, projects, contracts, and reports for the department; counsels individuals on the landlord/tenant and Fair Housing laws; leads the development of educational programs and workshops; interviews complainants, respondents, and witnesses pertaining to cases; prepares logs, interprets landlord/tenant issues and laws, and performs related research; monitors Fair Housing conditions and obligations and reports findings to the Fair Housing Manager; reports complaints and problems to Fair Housing Director for necessary actions; maintains accurate records on commission reports as necessary; attends seminars and workshops to keep apprised of the laws and regulations affecting fair housing; other related duties as assigned.